

Property Manager – SHCC

JOB DESCRIPTION:

The property manager takes responsibility for the maintenance and operations of the South Hills Christian Church property.

Communication skills:

- Work with the public, congregation members and church staff
- Communicate with and supervise the cleaning company
- Communicate with and supervise lawn care
- Supervise tradesmen

Can execute the organizational protocols for the facility

- Manage the property use calendar
- Responds to requests for the facility
- Decides (based on priorities) or asks for an exception
- Ensure someone from the church (staff or church member) is onsite to monitor facility when in use by an outside group.

Computer abilities to manage the property calendar (with regards to church calendar of activities). Church currently uses CalendarWiz

- Take requests from the office administrator and other staff
- Schedule based on usage guidelines, availability including prep (set up) and break down

Physically able to move furniture, climb on structures and carry up to 40 lbs.

Have a working understanding of electricity, plumbing, HVAC, building and grounds maintenance.

Manage the property – interior and exterior

- *Anticipate* repairs and recognize the condition of all elements of the property (roof, park, fences, interior and exterior)

Manage the security of the property.